

CLASSIFICATION SPECIFICATION

TIPP CITY An Equal Opportunity Employer

Page 1 of 2

TITLE: PART TIME UTILITIES DEPARTMENT SECRETARY WITH
ASSISTANCE TO THE COMMUNITY & ECONOMIC DEVELOPMENT,
PLANNING, AND ENGINEERING DEPARTMENT
CODE:

JOB RESPONSIBILITIES: Assists with the preparation of agendas, publishing notices and sends notices to citizens. Maintains a back-up copy of information for agenda. Copies, collates, and distributes packets to Board Members. Maintains permanent records to go with the Board meetings.

Secretary to Parks Board and Tree Board (one scheduled meeting per month) - Record and prepare minutes from meetings

Answers phones, routes calls, answers questions, takes messages, complete complaint/request for service forms, uses radios, cellular phones or pagers as needed.

Handles customers at counter. Answer questions, route inquiries to proper employee, fill out permits and forms.

Assists with typing correspondence and reports as requested.

Accepts payment: write receipts, pay-ins daily receipts to Finance Department, maintain pay-in records.

Fill-out miscellaneous requisitions as needed.

Keep copier equipped and file monthly usage reports.

Maintain office supplies.

Miscellaneous filing, as needed.

Attend to fax machine, distribute messages, copy and distribute OUPS (Ohio Utility Protection Services) notices.

Distribute mail.

Part-time hours: 5 days a week plus the 2 Board Meetings monthly

QUALIFICATIONS: Must be able to operate typewriter, computer, fax, copier (regular and blueprint), pager, radio, and cellular phone.

Knowledgeable in Microsoft Office, Word, Excel, and Outlook

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Must have a valid driver's license.

An example of an acceptable qualification for this position is:

Graduation from an accredited two-year college or university with a degree in business administration, public administration, or a closely related field; five years experience in development city administration or public works; or any equivalent combination of education and experience, with additional education substituting on a year-for-year basis for the required experience.